

INFORMATION

EXCHANGE

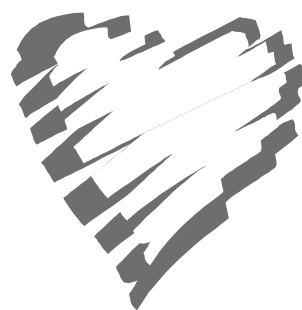
February 1998

Resources for JTPA Programs

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Employment Training Network



You'll Love What We Can Do For You!

The Employment Training Network (ETN) staff is committed to providing the help necessary for your program's success! When you call the ETN for technical assistance, your request will always be handled in a prompt and courteous manner.

Whether you are in the process of establishing your one-stop center, gearing up for welfare reform changes, or need assistance with a program you are currently operating, the ETN is here to help. Most recently we have provided: Grantwriting, Workforce Development Transitions, One-Stop Facilitation and Implementation, Job Development, Job Training Automation (JTA), and Procurement training.

We have a lending library with current materials on topics such as: Literacy, Job Search, and School-to-Work. Please see Page 6 for a listing of our latest resources.

We also will reimburse travel expenses associated with visiting another program to learn how others may be resolving issues similar to yours.

Please call Diane Coad at (916) 654-8896 if you receive Job Training Partnership Act (JTPA) funding and are interested in obtaining these services free of charge to your agency.



Capacity Building Unit Training Update

Welfare To Work (WtW) Introduction And Overview

This is to announce the Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) will provide Welfare to Work (WtW) Introduction and Overview training.

This one-day session is designed for Service Delivery Area (SDA) practitioners and other partners who will be administering WtW. The training course will examine the major elements of WtW, such as purpose, administrative requirements, and performance standards.

The training session is scheduled for Tuesday, March 31, 1998, and is limited to 25 participants.

If you are interested in attending or hosting this training for your staff and local partners, please call Luis Sepulveda at (916) 653-5244 or e-mail lsepulve@edd.ca.gov to request a registration form.

SDA Subcontractor Monitoring Training

This one-day session is designed for both new staff and those with some experience in Job Training Partnership Act (JTPA) subcontractor monitoring. The course will quickly review the basics of monitoring. Upon completion the trainees will be able to:

- Define monitoring
- Explain why monitoring is an important management tool
- Explain who is required to monitor and what must be monitored
- Determine when monitoring is required and appropriate
- Identify the three monitoring components
- Explain the three types of monitoring
- Discuss the five methods of monitoring
- Know the closing requirements

The main focus of this class will be on understanding a contract and how to develop or customize a monitoring guide. This session **will not cover fiscal monitoring** specifically, as that will be the subject of a subsequent

training session. **All who attend this session must be very familiar with the Department of Labor's "Monitoring Technical Assistance Guide" (TAG) of 1992,** as it is the foundation for this session. Upon completion of this session, participants will also be able to:

- Explain why certain monitoring questions are asked
- Determine how to customize a monitoring guide
- Know how to use the Desk Review Questionnaire in the TAG
- Identify problems with contracts and how they can still monitor a poorly written contract

The first class in Sacramento on February 19, 1998, is full. All registrations received are being placed on a waiting list. Based on interest, a second class may be scheduled. However, any SDA can host this class, and the CBU will provide the trainer and all materials needed at no cost to the SDA. If you have any questions regarding this class please contact Don MacMillan at (916) 654-8308.

Mark Your Calendars!

National Association of Job Training Assistance (NAJA) - 16th Annual Conference

March 23-27, 1998
San Francisco, CA

In addition to updates on Workforce Development and Welfare to Work legislation, workshops will be presented on fiscal monitoring, procurement, contract negotiations and implementing Welfare to Work. Call 800-747-6252 for registration information.

Workforce Preparation Conference

March 16-18, 1998, Palm Springs, CA
(See Page 3)

California Workforce Association (CWA)

April 8-10, 1998, San Diego, CA
(See Page 4)

Partnering for Change - 4th Annual Workforce Preparation Conference

The California State Job Training Coordinating Council (SJTCC) is hosting the fourth statewide Workforce Preparation Conference, *Partnering for Change*, March 16-18, 1998, at the Riviera Hotel in Palm Springs, California.

Approximately 700 participants from the fields of business, education, employment, job training, One-Stop Centers, School-to-Career and CalWORKS (California's welfare to work) programs will be assembled to discuss issues and to seek solutions to California's workforce preparation challenges.

Over fifty workshops will be offered on a wide variety of topics, including: Welfare to Work and JTPA, Performance-Based Accountability (PBA) Requirements, Customer Satisfaction, Simply Better/Customers in Focus, Grant Writing Skills, Disability Awareness and Access Training, A Model of Computer-Based Learning, The Politics of Partnerships and Collaboration Building; and The Electronic One-Stop Career Center.

In addition to the workshops mentioned above, this year's conference will feature a technology showcase of exhibitors displaying information on intake, assessment, career decision-making, placement, management information systems and other related workforce development issues. If you are interested in exhibiting at this conference, please call Loretta Smith at (916) 654-9351.

Participants at this conference will have an opportunity to gather materials in the Resource Center where a variety of program information will be disseminated. If you are currently involved in the administration of a welfare to work, One-Stop Career Center, apprenticeship, displaced worker or School-to-Career program, and are interested in sharing information about your program, please contact Diane Coad at (916) 654-8896.

Call soon for conference registration information at (916) 278-4960.

Sacramento Region National Leader in Collaboration

Several experts in Welfare Reform have recognized the Capitol Area Investment Zone (CAIZ) partnering agencies for excellence in viable collaboration between business, school, and community organizations. This comment was made by John Chamberlin, Consultant on Welfare and Education Reform, "In Sacramento, GAIN and JTPA work together each and every day at eight One-Stop Career Centers in order to serve their clients effectively. Turf is not an issue. Customer service and hard work rule!" Alexander Laiewski, Director of the Community Partnership Agency in Woodland, California, states that "The Capitol Area Investment Zone is allowing the continuation and expansion of existing partnerships among JTPA, GAIN, community colleges, EDD, and employment and training entities to provide quality universal services in the Regional Workforce Development System. CAIZ partnering service delivery areas consist of the Golden Sierra Job Training Agency, Yolo Community Partnership Agency, and the Sacramento Employment and Training Agency (SETA).

Representatives of the Regional One-Stop Training Team presented a "How To" workshop on regional collaboration at the Greater Avenues For Independence state conference, held in San Diego, California, during November 1997. Training team members spoke to educators, job developers, and assorted employment and social services administrators and staff on the development and implementation of One-Stop Career Centers in the seven county region. Training team representatives included Jill Cohen from Golden Sierra, Patrocinia Duran from Sacramento City Unified School District Skills Center, Nola Obermire from the Department of Human Assistance, and Robin Pepper from SETA. Workshop packets included timelines for implementation; regional training activities, completed and planned; and a sampler of the True Colors communication and team building model. According to Sabrina Kennedy of the Regional One-Stop Training Team, "Our immediate priority is expanding competencies through the use of Internet resources, CALJOBS, and relevant software."

If you have any questions relative to the overall CAIZ collaborative effort, contact Melissa Noteboom at (916) 263-3858, or specifically about the training and capacity building activities, contact Sabrina Kennedy at (916) 263-3840.

CWA Conference - Workforce Solutions for the Future

This year's California Workforce Association's (CWA) Annual Spring Conference will be held on April 8-10, 1998, in San Diego, California.

Unlike any other, the *Seventh Annual Workforce Development Conference*, will center on the theme of *Workforce Solutions for the Future*. This timely conference will focus on welfare to work, one-stop centers, linkages with economic development, technology tools, and school-to-career, as well as providing views on new and pending legislation affecting our industry.

This year's event will feature introductory sessions that will provide a better understanding of other systems that are key in building successful collaboratives with education, welfare

and economic development. Working models from local communities that are meeting current workforce challenges will be presented along with the most current research on Work First programs.

A welcome addition to this year's program is the opportunity for attendees to access part of the annual meeting of the California Association for Local Economic Development (CALED). Several joint CWA-CALED sessions are scheduled. In addition, CWA conferees may purchase a "share day pass" to attend CALED's workshops.

Don't miss the chance to participate in CWA's exciting program. For registration and/or exhibit information call the CWA Conference Solutions line at (916) 325-1615.

AB 67 Promotes Employer Outreach Coordination

On October 3, 1997, Assembly Bill (AB) 67, aimed at the coordination of local job development activities in relation to welfare reform, was chaptered and became law.

This bill gives the Employment Development Department (EDD) responsibility for bringing together local partners from Service Delivery Areas (SDAs), county welfare departments, and community colleges to develop local area plans which focus on employer outreach activities and the solicitation of entry-level and other job listings. These plans will describe coordination efforts aimed at reducing duplication of effort and enhancing the overall job development activities in each county. Subsequently, plans will be reviewed annually by the local entities involved in their formulation and tracked by EDD.

The goal of AB 67 is to coordinate employer outreach efforts aimed at reducing duplicative contacts with local employers. The primary goal is to increase job openings accessible to all job seekers.

A joint letter to initiate and assure coordination at the local level by all partners was recently issued by the Directors of EDD, California Department of Social Services and the Community Colleges Chancellor's office. The message, in part, urged local entities to work together to develop practical plans that reflect the strengths of each partner.

For more information please call your local EDD manager.

State Training Inventory on World Wide Web!

The California Occupational Information Coordinating Committee (COICC) is pleased to announce that its enhanced State Training Inventory (STI) is now available as an interactive database on the World Wide Web.

The STI is a joint project of the COICC and the Employment Development Department's (EDD) Labor Market Information Division (LMID). It has been created to provide career counselors and individuals information about training programs available throughout California.

There are several ways you can use the Inventory, including looking up training programs by Occupational Titles or by the name many schools use for the course or program, the Classification of Instructional Programs (CIP). You can also look up schools by city or county, or other geographical groupings, and by school type.

For any school selected, the STI will provide you with information about its accreditation and the availability of child care, placement support and other items. It will also show you all the programs offered by that school.

Try out this new resource by logging onto the COICC's home page at: <http://www.soicc.ca.gov>

Welfare to Work Overview & Update

California's new welfare law leaves many important decisions up to counties and local communities. Over the next several months, counties must make choices that will determine the array of services available to welfare recipients as they transition into the workforce; the range of services that will be available to help recipients overcome barriers to workforce participation; and the length of time assistance is available. Legislation at the federal and State levels have been enacted to assist in these local efforts.

On August 22, 1996, President Clinton signed the Personal Responsibility and Work Opportunity Reconciliation Act, a comprehensive welfare reform bill, under which the Temporary Assistance for Needy Families (TANF) program was established. The Balanced Budget Act of 1997, amended certain TANF provisions of the Social Security Act and authorized the Secretary of Labor to provide Welfare to Work (WtW) grants to States and local communities in the amount of \$3 billion. California's share of the WtW grants distributed by the Department of Labor (DOL) will total approximately \$190 million in the first year.

The California Legislature passed Assembly Bill 1542 which created the California Work Opportunity and Responsibility to Kids Act (CalWORKs). This legislation strengthens and further advocates a "work first" service strategy that engages welfare recipients in employment-based activities. Although WtW funding focused on work first activities, it may be used to provide needed basic and/or vocational skills training as a post-employment service in conjunction with either subsidized or unsubsidized employment.

The Employment Development Department (EDD) was designated by the Governor as the state agency responsible for the administration of the DOL's WtW program in California. More specifically, the Job Training Partnership Division (JTPD) will allocate funds; receive and review local plans; review and negotiate competitive grant proposals; review programs; and provide technical assistance when needed.

The WtW Interim final rule states that the Governor will establish a formula to distribute 85 percent of the State allotment to the Private Industry Councils (PIC) within 30 days of an approved State Plan by the DOL. The final rule also contains a provision that the Governor may retain up to 15 percent of the funds allotted to the State for projects to transition long-term recipients into unsubsidized jobs. This funding may be distributed to a variety of workforce organizations which include One-Stop systems; private sector employers; labor organizations; business and trade associations; education agencies; housing agencies; community development corporations; transportation agencies; community-based and faith-based organizations; disability community organizations; community action agencies; and colleges and universities which provide assistance to the targeted population.

In California, a competitive grant process may be one of the ways used to make available 15 percent of the WtW funds to the above referenced organizations. Applicants would be encouraged to develop and implement innovative approaches that enhance a community's ability to move eligible individuals into self-sustaining employment; create upward mobility paths; and higher earnings potential for WtW participants. The EDD is currently in the process of developing a solicitation regarding the administration and disbursement of these funds. Funds will be available with the signing of the 1998/99 State Budget.

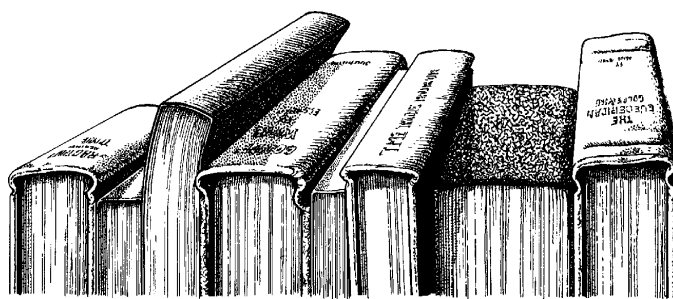
The EDD has developed a new web page for WtW that can be accessed through the EDD Employment and Training home page located at:

<http://www.edd.cahwnet.gov/emptran.htm>

This web page will contain WtW Directives and Information Bulletins, local and state plan information and hyperlinks to DOL and Department of Social Services sites.

For additional information please contact Denise Nagy at (916) 654-7988.

Check It Out!



ONE-STOP MARKETING

One-Stop Marketing Materials, Various States (J1683)

LITERACY

Adult Literacy in California, Educational Testing Service (J1680)

SCHOOL-TO-WORK

How School-to-Work Works for Business: A Report on Business Involvement in School-to-Work, National Alliance of Business (J1446)

School-to-Work Transition: Resources for Counseling, Center on Education and Work, University of Wisconsin (J1564)

Leadership Model for Planning & Implementing Change for School-to-Work Transition, Center on Education and Work, University of Wisconsin (J1656)

AVA Guide to the School-to-Work Opportunities Act, American Vocational Association (J1569)

School-to-Work Transition, Improving High School Career Programs, Legislative Analyst's Office (J1639)

Experiences and Lessons of the School-to-Work/Youth Apprenticeship Demonstration, Department of Labor, Employment and Training Administration (J1684)

DOL

Implementation of the 1992 Job Training Partnership Act (JTPA) Amendments, Department of Labor, Employment and Training Administration (J1685)

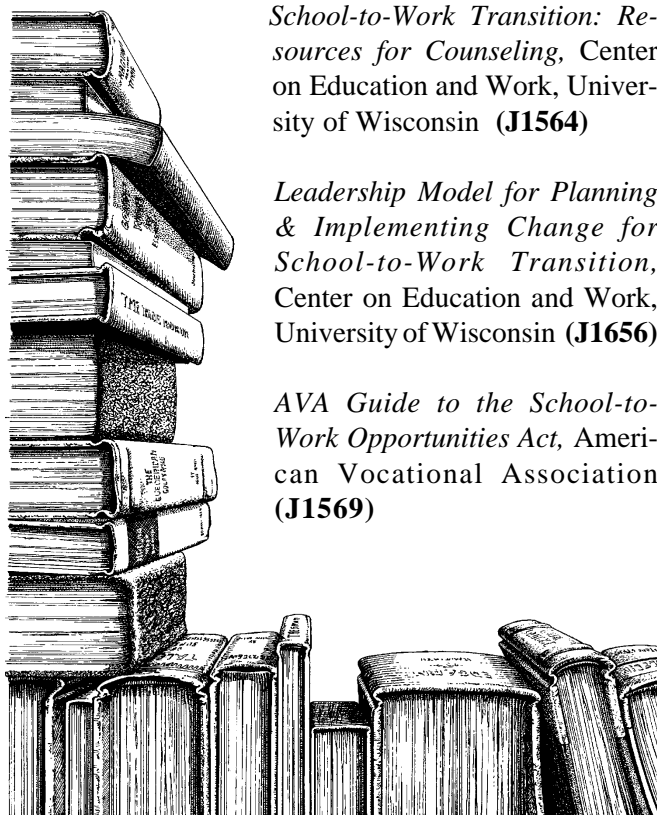
Involving Employers in Training: Case Studies, Department of Labor, Employment and Training Administration (J1686)

Involving Employers in Training: Literature Review, Department of Labor, Employment and Training Administration (J1687)

Involving Employers in Training: Best Practices, Department of Labor, Employment and Training Administration (J1688)



JOB SEARCH

Finding a New Job With Skills You Already Have, A Do-It-Yourself Guide to Analyzing and Using Your Skills, Employment Development Department (J1689)



TO BORROW RESOURCES LISTED ABOVE CALL: (916) 654-8386

February 1998

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9	10 <div>Basic Financial Management <i>Los Angeles County</i></div> <div>Case Management <i>San Francisco</i></div>	11 <div>Advanced Financial Management <i>Los Angeles County</i></div>	12  <i>Lincoln's Birthday</i>	13
16  <i>Presidents' Day</i>	17 <div>On-Site Facilitation <i>Mother Lode Consortium</i></div>	18	19 <div>Business Approach to Job Development <i>City of Anaheim</i></div>	20
23	24 <div>Director's Conference on Civil Rights <i>Los Angeles</i></div> <div>JTPA 101 Intro & Overview <i>Contra Costa County</i></div>	25 <div>California Monitor's Network <i>Colton</i></div> <div>Case Management <i>SELACO</i></div>	26	27

Please call Diane Coad at (916) 654-8896 if you have events you would like to include in the next Information Exchange newsletter.

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ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

THE EMPLOYMENT TRAINING NETWORK *Resources for JTPA programs*

The Employment Training Network provides one-to-one consultations, staff workshops and resources exclusively for California's Job Training Partnership Act (JTPA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA-related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- consultant services - to enhance staff's skills, knowledge, and motivation
- program site visits - staff reimbursement provided for travel expenses
- resource library - up-to-date books, manuals and videos in a multitude of topics on loan for two weeks
- referrals - to other employment and training programs and model/demo sites
- added extras - computer disks; informative newsletters announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA programs in schools, community colleges, community-based agencies, adult education programs, County Offices of Education and ROPs.

JTPA funded programs may receive services by calling Diane Coad at (916) 654-8896.

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Dian Coad, Editor

EDD is an equal opportunity employer/program.

The contents of this calendar do not necessarily reflect the position and/or policy of the EDD or ACSA, FEA which administers the Employment Training Network.